



# NATIONAL GUARD OF ARIZONA

## HUMAN RESOURCES OFFICE

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AZAA – HRS

01 APRIL 2006

MEMORANDUM FOR COMMANDERS, SUPERVISORS, AZ NATIONAL GUARD

SUBJECT: Example of Application Matrix for Interview Board

This is an example of what areas are required to be evaluated and additional areas to evaluate in order to meet the requirement to keep all points equal and 50/50 on the application and interview matrices. **You must have the same number of areas to evaluate on the application matrix as you have questions on the interview matrix.**

This is your matrix, so you decide the point values and which areas are pertinent to your position. A Bachelor's Degree may not be the most important educational evaluation to you; it may be a technical school or an AA Degree. On the other hand, your position may support a Master's Degree as most important.

Required areas are: Civilian Education, Military Education, Civilian Experience, Military Experience and Quality of Experience (both Military and Civilian.) Civilian experience means private sector or other Agency (non-military technician time.) Weight given for traditional guard time is considered full time, and you can only give credit for the same period one time. Traditional guard time and technician full time for the same period of time is credited as military experience once.

1. The maximum point values for each area of evaluation must be equal.
2. Be very specific as to what you are giving points for.
3. If you are evaluating the appearance of the application, you must have the KSA "Ability to communicate orally and in writing" on the announcement.
4. If you are evaluating the appearance of the applicants, you must tell them you are going to evaluate appearance and what uniform you want them to wear. Scratch this if you have to do a telephone interview and document. Same with communication skills.
5. You may select all KSAs or only the most important to you to evaluate, keeping in mind your matrices 50/50 requirement.

For further information, please call or email Sue Wilson (602)629-4830 or Stephanie Burdick (602) 629-4832 at [sue.wilson@az.ngb.army.mil](mailto:sue.wilson@az.ngb.army.mil) or [Stephanie.burdick@az.ngb.army.mil](mailto:Stephanie.burdick@az.ngb.army.mil).

/S/

SUSAN E. WILSON  
Human Resources Specialist  
Arizona National Guard HRO

## APPLICATION/INTERVIEW MATRIX

This sample matrix may be revised to meet the needs of the position by the selecting supervisor. This represents format and equal scoring only. The asterisks are required areas.

TECHNICIAN ANNOUNCEMENT: # \_\_\_\_\_  
POSITION TITLE/GRADE \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_

EVALUATOR NAME: \_\_\_\_\_

EVALUATOR SIGNATURE: \_\_\_\_\_

PART 1 APPLICATION SCORE: \_\_\_\_\_

PART 2 INTERVIEW SCORE: \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_

### PART 1. EVALUATION OF APPLICATION (MAX \_\_\_\_ Points)

#### \*1. CIVILIAN EDUCATION (Maximum value = \_\_\_\_ points)

-Bachelor's Degree in related field such as (list) XX points \_\_\_\_\_

-ASSOCIATES Degree in related field such as (list) XX points \_\_\_\_\_

-Technical School Certificate in related field or more than 30 college credit hours  
in related courses such as (list) XX points \_\_\_\_\_

- ASSOCIATES Degree in any field or College courses greater than 64 credit hours XX points \_\_\_\_\_

-Some College: (Less than 64 credit hours but no significant courses related to field) XX points \_\_\_\_\_

Courses, Workshops or seminars related to position. XX points \_\_\_\_\_

*(other courses or formal training not specifically listed above may be awarded points with justification)*

\_\_\_\_\_  
\_\_\_\_\_

Notes:

Total Civilian Education Points: \_\_\_\_\_

**\*2. MILITARY EDUCATION AND TRAINING:** (Maximum value = \_\_ points)

MOSQ 10,20/ AFSC XXXX (3 level)	X points _____
MOSQ 30/AFSC XXXXX (5 level)	X points _____
MOSQ 40/AFSC XXXXX (7 level)	X points _____

Other military technical schools or correspondence courses related to position (list) X points \_\_\_\_\_

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Courses, Workshops or seminars related to position. X points \_\_\_\_\_  
(other courses or formal training not specifically listed above may be awarded points with justification)

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Notes:

Total Military Education and Training Points: \_\_\_\_\_

**\*3 .MILITARY EXPERIENCE** (Maximum value = XX Points)

Experience in (List General area of position such as: related, similar experience such as admin, aircraft maintenance, etc)

10+ years experience	X points
8-9 years	X points
6-7 years	X points
4-5 years	X points
<4 years	X points

Notes:

Total points \_\_\_\_\_



**7. COMMUNICATION SKILLS: CIRCLE ALL THAT APPLY**

<input type="checkbox"/> Eye Contact	<input type="checkbox"/> Word Usage	<input type="checkbox"/> Body Language
<input type="checkbox"/> Volume	<input type="checkbox"/> Sentence Structure	<input type="checkbox"/> Organization of Thoughts
<input type="checkbox"/> Hand Gestures	<input type="checkbox"/> Voice Inflection	<input type="checkbox"/> Poise
<input type="checkbox"/> Pitch of Voice		

(Circle those areas that apply and total points \_\_\_\_ point for each area. Maximum points XX)

Total Points \_\_\_\_\_

**8. KSA # \_\_\_\_\_:**

(From Knowledge, Skills and Abilities - AZ Form-335-2-R) (max XX points)

Type KSA here

<input type="checkbox"/> Complete, comprehensive documentation tied experience to KSA	(X pts)
<input type="checkbox"/> Overall statement, some detail, did not tie experience to KSA	(X pts)
<input type="checkbox"/> Vague one line statement, no detail, not tied to any experience	(Xpts)

Total Points \_\_\_\_\_

**9. KSA # \_\_\_\_\_ (Knowledge, Skills and Abilities - AZ Form-2-R) (max XX points)**

Type KSA here

<input type="checkbox"/> Complete, comprehensive documentation tied experience to KSA	(X pts)
<input type="checkbox"/> Overall statement, some detail, did not tie experience to KSA	(X pts)
<input type="checkbox"/> Vague one line statement, no detail, not tied to any experience	(X pts)

Total Points \_\_\_\_\_

**10. KSA # \_\_\_\_\_ (Knowledge, Skills and Abilities - AZ Form-2-R) (max XX points)**

Type KSA here

<input type="checkbox"/> Complete, comprehensive documentation tied experience to Ability	(X pts)
<input type="checkbox"/> Overall statement, some detail, did not tie experience to Ability	(X pts)
<input type="checkbox"/> Vague one line statement, no detail, not tied to any experience	(X pts)

Total Points \_\_\_\_\_

11. KSAs #\_\_\_\_\_ (Knowledge, Skills and Abilities - AZ Form-2-R) (max XX points)

Type KSA here

\_\_\_\_\_ Complete, detailed, comprehensive documentation tied experience to Skill and Ability (X pts)

\_\_\_\_\_ Overall statement, some detail, did not tie experience to Skill and Ability (X pts)

\_\_\_\_\_ Vague one line statement, no detail, not tied to any experience (X pts)

Total Points \_\_\_\_\_

12. KSA #\_\_\_\_\_ (Knowledge, Skills and Abilities - AZ Form-2-R) (max XX points)

Ability to communicate both orally and in writing

\_\_\_\_\_ Complete, detailed, comprehensive documentation tied experience to Ability (X pts)

\_\_\_\_\_ Overall statement, some detail, did not tie experience to Ability (X pts)

\_\_\_\_\_ Vague one line statement, no detail, not tied to any experience (X pts)

Total Points \_\_\_\_\_

## PART 2. EVALUATION OF INTERVIEW (MAX \_\_\_\_\_ Points)

Under this example, 12 questions could be asked using the same equal point value for each area and question.